

ADMINISTRATIVE SERVICES

- **Background Investigations:** Determining the suitability of applicants for Peace Officer positions
- **Internal Affairs:** Investigating job compliance of employees
- **Certified Training:** Educating employees in concepts and job skills
- **Recruitment:** Making job opportunities available to the public
- **Speaker's Bureau:** Presenting to service clubs and schools
- **Grants:** Obtaining supplemental support for innovative programs
- **Program Development:** Designing and implementing new programs
- **Officer Safety:** Ensuring equipment regulations compliance
- **Automated Systems:** Computer networking and information services
- **Fiscal Services:** Providing purchasing and budgeting oversight
- **Payroll**
- **Clerical/Central Records**
- **Volunteer Services:** Including Student Interns

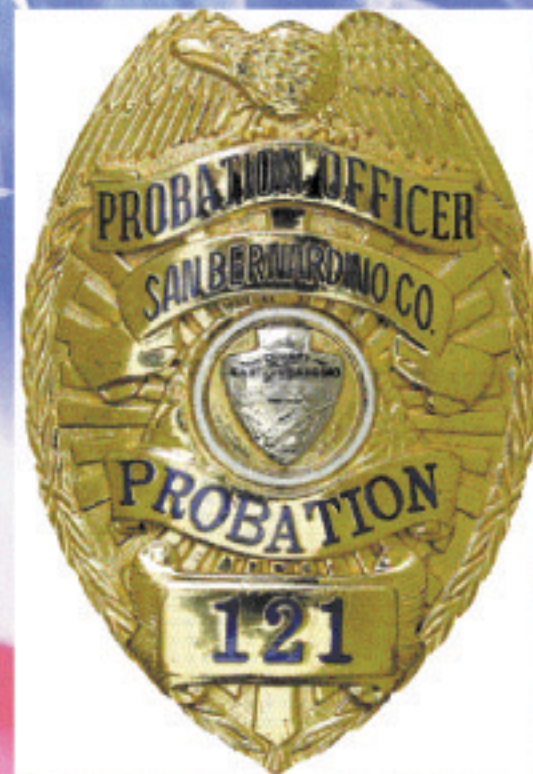


The San Bernardino County Probation Department provides innovative services resulting in juvenile and adult offender accountability and restorative justice. Programs range from early delinquency prevention through progressive stages of intervention. The Department's adherence to professional standards is reflected by its quality personnel.



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Challenged to Excellence
PROBATION
COUNTY OF SAN BERNARDINO



**PROFESSIONAL
COMMUNITY
CORRECTIONS**

PROBATION OFFICER

PROBATION OFFICER I DUTIES:

- Investigate offenses and social history of adult and juvenile offenders, make sentencing recommendations to the court after analyzing offender's case and background.
- Provide casework services, supervise, counsel, develop rehabilitation plans, conduct field investigations, plus other duties.

EDUCATION/EXPERIENCE REQUIRED:

Option 1: Bachelor Degree (or equivalent coursework) in any subject.

Option 2: 30 semester (45 quarter) units of completed college coursework in psychology, sociology, administration of justice, or related field. At least half the units must be upper division.

PROBATION OFFICER II

DUTIES: Same as a Probation Officer I with increased responsibilities.

EDUCATION/EXPERIENCE REQUIRED:

Same as Probation Officer I, plus one year of professional casework or group work experience under either option.



PROBATION CORRECTIONS OFFICER

(Start as a trainee, then promote to regular status after completing 1040 hours of work with satisfactory work progress)

DUTIES:

- Supervise, observe, and provide for the care, custody, and physical control of court wards
- Enforce security and disciplinary policies
- Plan, organize, and direct recreational activities
- Write reports, develop treatment plans, conduct group counseling, and other duties

EDUCATION REQUIRED: 60 semester (90 quarter) units of completed college coursework, of which 9 semester (14 quarter) units must be in psychology, sociology, criminal justice, or other closely related fields.



VOLUNTEERS

ASSOCIATE PROBATION OFFICER

Associate Probation Officers assist Probation Officers in their functions with investigative assignments, enforcing court orders, and providing specialized services.

VOLUNTEERS IN PROBATION

Volunteers in Probation work in conjunction with Probation personnel in various capacities, including assisting with youth activities, recreational outings, religious/spiritual meetings, tutoring, and mentoring.



YOUTH ACCOUNTABILITY BOARD

The Youth Accountability Board is comprised of citizens who interview low-risk juvenile offenders and their parents and decide upon a constructive accountability plan.

STUDENT INTERNSHIPS

This program is designed for college students who are earning credits for a specific course that requires field experience. Student Interns supplement the work of the Probation Officer.